

# *The Voice*

## InDesign program

- Open up the Journalism server:
  - Open up the folder Voice Practice
  - Open up the InDesign *Blank Voice*
- Save as – your name
- It should be blank, but if not - delete the old articles
- Change the editors to your names
- Change the date to this Friday's date
- Add the new articles
  - File Place
  - Find the article in the Journalism server
  - Paste it into a row
  - Select all with the text tool
    - Apple & a buttons
  - Justify the article
    - Apple, shift, & j buttons
  - Make the article fit into 2 or 4 columns by adjusting the article at the top and bottom to line up and look nice (articles can't go in one column and if they go into only 3 you need to have a picture fill up the last column)
- Title
  - Select the title with the text tool
  - Apple & x button cuts the title from the article
  - Make a new text box in the margins using the text tool
  - Paste the title into the new box
    - Apply & v buttons
  - Select the title and make it size 30
  - Use the pointer tool to make the title fit over the article (don't center the article – leave it left aligned)
- Boxes on the front
  - Pick two articles and highlight them on the front by typing in part of the article or topic of the article into the box and putting what page it is on
- Check it over
  - Make sure all the articles fit on the page – not off the black
  - Make sure the editors and date are right
  - Make sure all the articles line up on the top
  - Make sure there are no spelling error sin the titles
  - If you need to fill space get pictures from the Internet
    - <http://schools.clipart.com>
      - username: ia-algona high
      - password: nwiaea